

CLERICAL INDUCTION

1952—1956

July 1953

SCHEDULE

CLERICAL INDUCTION TRAINING

One-week course

8:30 - 9:10	Shorthand I Shorthand II
9:15 -10:00	Transcription
10:25 -11:10	Typing I
11:15 -12:00	Typing II
12:05 -12:50	Grammar
1:55 - 2:40	Punctuation & Capitalization
2:45 - 3:30	Geography
3:45 - 4:30	Word Usage

I. Induction Training Section

Training is given in shorthand and typewriting, English, and Geography.

This training is given to clerical personnel awaiting clearance.

This training is given to employees who may be cleared but who fail to meet Agency qualifications, i.e. 80 words-per-minute shorthand speed; a net speed of 40 words-per-minute in typewriting.

II. Orientation Training Section

This training is given to cleared clerical personnel just prior to the time they report to their assignments. It is a three-day program in which the clericals are introduced, for the first time, to Agency organization, security, Agency correspondence practices, telephone techniques, communist philosophy, and Agency vocabulary.

III. Clerical Refresher Training Section

Typewriting I This course is designed to fill the needs of two types of typists: first, typists who do not use the touch system and who wish to learn it in order to exceed the limits that sight typing imposes on the development of typing speed and efficiency; second, touch typists whose work does not satisfy the Agency's standards of accuracy. The keyboard is reviewed and emphasis is placed on correct typing techniques.

Time: Three weeks; one hour a day.

Typewriting II This course is designed to aid the typist who can type 25 words per minute to increase her speed, improve her accuracy, and strengthen the basic techniques of typewriting. An effort is made to help the typist improve her typing skills and meet the requirements in her office.

Time: Three weeks; one hour a day.

III. Clerical Refresher Training (continued):**Shorthand I**

This course consists of a complete review of Gregg shorthand theory, with practice in taking dictation. It is designed for persons who have not used shorthand recently and need an opportunity to recall the principles; and for those whose foundation in the skill is not strong enough for them to benefit from a speed-building class.

Time: Three weeks; one and one-half hours a day
Three weeks; one hour a day

**Intermediate
Shorthand**

This class is composed of instruction and drill that will help the stenographer who can write 60 words per minute to build her speed to 80. Through practice and supervised transcription, the ability to transcribe quickly and accurately is developed.

Time: Three weeks; one and one-half hours
a day

**Advanced
Shorthand**

This class is composed of instruction and drill that will help the stenographer who can write 80 words per minute to build her speed to 100. The material selected for dictation and transcription includes letters and memoranda whose subject matter is peculiar to the functions of the Agency.

Time: Three weeks; one and one-half hours a day.

**Professional
Personnel
Typewriting
Class**

This course is designed to fill the needs of professional personnel who desire to learn how to typewrite.

Time: Eight weeks; 3/4 hour a day